



# USAID | EAST AFRICA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** USAID/EA RFP 623-DRC-08-026

**ISSUANCE DATE:** March 10, 2008

**CLOSING DATE/TIME:** April 5, 2008, 4 P.M Kenyan Time

**SUBJECT:** Solicitation for US Personal Service Contractor for USAID/ DRC –  
Eastern Congo Senior Development Liaison Officer

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID/EA), is seeking applications from qualified individuals interested in providing US Personal Services Contract (USPSC) services, as described in this solicitation. Submissions shall be in accordance with the attached information at the place and time specified.

Interested applicants must submit (i) his/her most current curriculum vitae or resume (ii) signed form OF-612, Optional Application for Federal Employment; (iii) Contractor Employee Biographical Data Sheet (AID 1420-17); and (iii) three references, who are not family members or relatives, with telephone and email contacts. The CV/resume must contain sufficient relevant information to evaluate the application in accordance with stated evaluation criteria. The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/EA reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Applicant must be available to start work o/a May of 2008. This availability shall be indicated on the OF 612. Applications shall be submitted by either mail, facsimile or ordinary mail to reach USAID/EA/RAAO by the closing date and time.

Form OF 612 and Contractor Employee Biographical Data Sheet (AID 1420-17) must be signed and those submitted unsigned will be rejected. Applicants should retain for their records copies of all enclosures that accompany their submissions.

Late applications shall not be considered and will be handled in accordance with federal Acquisition Regulations (FAR) 15.412.

U.S. Agency for International Development  
USAID/East Africa  
P.O. Box 629  
Village Market 00621  
Nairobi, Kenya

Courier Address:  
USAID/East Africa  
c/o American Embassy  
United Nations Avenue,  
Gigiri,  
Nairobi, Kenya

U.S. Postal Address:  
USAID/East Africa  
Unit 64102  
APO AE 09831-4102

Tel: 254-20-862 2000  
Fax: 254-20-862 2680 / 2682  
<http://eastafrica.usaid.org>

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Applicants are requested to provide their full mailing address with telephone, facsimile numbers and email address.

USAID/EA/RAAO reserves the right not to award any contract as a result of this solicitation. Salary range is equal to a GS-14 and shall be based on the applicant's experience and salary history.

Applicants should retain for their records copies of all enclosures which accompany their submission. Any attachments provided via email shall be in Microsoft Word 2003.

Application packages may be submitted via e-mail to Rose Gathungu, [rgathungu@usaid.gov](mailto:rgathungu@usaid.gov) with a copy to [lgilpin@usaid.gov](mailto:lgilpin@usaid.gov). Please quote the number and position title of this solicitation on the subject line of your email application. For facsimile transmission please send via +254-20-862 2680/2681/2682/2677.

Other methods of submission:

If sent via courier use:

USAID/EA/RAAO  
ATTN: Lauralea Gilpin OR Rose Gathungu  
RFP # 623-DRC-08-026  
U.S. EMBASSY  
UNITED NATIONS AVENUE – GIGIRI  
NAIROBI, KENYA

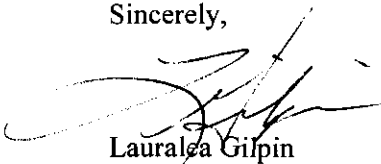
If sent via U.S. Mail use:

USAID/EA/RAAO  
ATTN: Lauralea Gilpin OR Rose Gathungu  
RFP # 623-DRC-08-026  
Unit 64102  
APO AE 09831-4102

If sent via International or Local mail use:

USAID/EA/RAAO  
Attn: Lauralea Gilpin OR Rose Gathungu  
RFP # 623-DRC-08-026  
P.O. Box 629  
Village Market 00621  
Nairobi, Kenya

Sincerely,



Lauralea Gilpin  
Regional Contracting Officer

Attached: a/s

**Solicitation No. USAID/EA RFP 623-DRC-08-026, USPSC Eastern Congo Senior Development Liaison Officer, USAID/DRC, continued...**

- 1. SOLICITATION NO.:** USAID/EA RFP 623-DRC-08-026
- 2. ISSUANCE DATE:** March 10, 2008
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** April 5, 2008 - 4 P.M Kenyan Time
- POSITION TITLE:** Eastern Congo Senior Development Liaison Officer, USAID/DRC
- 4. MARKET VALUE:** GS-14 (\$ 81,093 - \$105,420). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background
- 5. PERIOD OF PERFORMANCE:** One year with possibility of extension. Extension will depend on continuing need of services, availability of funds, and satisfactory or better performance.
- 6. PLACE OF PERFORMANCE:** The position is based in Goma, Eastern Democratic Republic of Congo

**7. STATEMENT OF WORK**

**Introduction and Background**

The Democratic Republic of Congo (DRC) is emerging from 15 years of protracted conflict, a conflict that involved nine neighboring countries, cost as many as four million lives and caused social and economic damage that will take years to overcome. With the advent of a new, democratically-elected government in 2006, the DRC is relatively stable. Insecurity, conflict and resulting humanitarian crises persist, however, in Eastern Congo, with conflict and tension strongest in North and South Kivu Provinces. A January 2008 Conference on Peace, Security and Development resulted in a new peace agreement that may provide a path to peace and recovery.

The United States Government has intensified diplomatic and political efforts to foster peace in Eastern Congo. In support of this effort, the USG has established a diplomatic presence in Goma, North Kivu through a series of temporary assignments of Foreign Service Officers. USAID is complementing this effort through foreign assistance -- both humanitarian assistance and, increasing, support for stabilization and development activities. In FY 2006 and FY 2007, USAID provided over \$120 million in humanitarian and development assistance to the DRC, with an average of \$80 million per year allocated to the East. Over 25 percent of assistance to the East is for stabilization and development activities. To reinforce diplomatic, political and foreign assistance initiatives of the USG in Eastern Congo, USAID seeks to place a Senior Development Liaison Officer in Goma.

**Objective:** The Eastern Congo Senior Development Liaison Officer will serve as a senior advisor to USAID/DRC, and US Embassy/DRC on policy and program issues regarding Eastern Congo. He/she will represent USAID in Eastern Congo; liaise with the working commissions and consultants engaged in

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appropriate GDRC, UN and international/local NGO offices and personnel; monitor and report on USAID activities; and provide a conduit for relevant institutions to the appropriate personnel at the USAID Mission in Kinshasa and others, as deemed necessary by the Mission.

**Reporting Relationships:** The Development Liaison Officer shall be supervised by the Mission Director or designee. The contractor shall coordinate on a regular basis with the US Embassy Officer in Eastern Congo and staff of OFDA and the technical/strategic objective teams at USAID/DRC.

**Specific Duties and Responsibilities:**

- Serve as the USAID liaison to Eastern Congo field offices of the US Embassy, UN Agencies, donors, and international and local NGOs.
- Serve as USAID liaison to Eastern Congo national, provincial and local government offices. This includes provincial governors and ministers, members of the national and provincial legislatures, district officers of various ministries, and local and community officials.
- Serve as liaison to the working commissions resulting from the GDRC's January 2008 Conference on Peace, Security and Development, and backstop consultants and technical experts funded by USAID to support the work of these commissions.
- Serve as a conduit for UN, international and local NGOs and GDRC officials to the appropriate USAID (including OFDA) officials in Kinshasa, and Washington as deemed necessary.
- Represent USAID by communicating the USG policies and objectives in relief, transition and development activities to UN field offices, GDRC Officials, NGOs, and the Congolese citizens and recipients of the USG foreign assistance.
- Participate in the development, dissemination and implementation of the USG's strategy and plans for Eastern Congo with a view towards appropriate transitional linkages between relief and development activities.
- Pending Embassy approval, travel throughout Eastern Congo to monitor the effectiveness and progress of USG funded programs and to ensure consistency with USAID objectives, and obtain real time information on the ground situation. In addition, the Development Liaison Officer or designate may accompany the OFDA teams on their periodic trips to Eastern Congo to monitor OFDA relief assistance activities.
- Represent USAID (and on occasion the USG) in appropriate GDRC provincial sector, sub-sector and working group meetings, as well as bi-weekly NGO contact group meetings, and other meetings of USAID interest.
- Provide guidance to NGOs and UN Agencies that are developing proposals for USG financing to ensure that any submissions reflect the goals and objectives of USAID (including OFDA) policy for relief, transition and development activities.
- Assist in the planning, logistics and support for USG and other key TDY visits to Eastern Congo.
- Performs other duties as assigned.

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- Issue a bi-weekly report to the Mission Director or his designee. The report should summarize relevant meetings, conversations and visits, and provide field analysis and insights into key areas of USAID concern. These key areas are currently envisaged to be:
  - Problems or issues in all USAID (including OFDA) funded programs noted during monitoring visits of the Development Liaison Officer or the USAID Goma staff.
  - The movement of IDPs to land access camps or to homes of origin, and implications for relief and assistance strategy.
  - The effectiveness of the UN Cluster approach as viewed by partners and other key field based organizations.
  - Changes in the conflict and security situation.
  - The identification of gaps and issues in humanitarian assistance, including protection, human rights, status of IDP land access and its implications related to food security.
  - The GDRC (including provincial and local governments') ability and limitations in responding to the needs of the conflict affected and displaced population.
  - The political climate of Eastern Congo and the interplay between the national government, the district governments, and when appropriate the cultural/traditional leaders, the religious leaders, and other civil society.

**I. DESIRED QUALIFICATIONS:**

**Education:** A Master's Degree in International Development Relations or closely related field is required.

**Prior Work Experience:** Must have at least ten years of professional experience in international diplomacy and development, demonstrated ability to represent the USG among senior host-country and international counterparts, and substantial knowledge of stabilization and development programming. Must have previous experience in managing USG foreign assistance program.

**Language Proficiency.** Strong English language skills (written and oral) are required. French language skills at the FSI 3/3 level (speaking and reading) are required. Spoken Swahili is desirable but not a requirement for this position.

**Knowledge.** Extensive knowledge of international development concepts, principles and activity implementation is required. Knowledge and experience in democracy and governance, peace & conflict management, economic growth, and protection issues, is preferred. Extensive knowledge of USAID procedures and regulations is preferred, but is not required.

**Skills and Abilities.** Must have proven capacity to analyze complex situations and provide technical guidance and recommendations up and down the hierarchy. S/he will have strong interpersonal and teamwork skills, technical and analytic skills and leadership abilities.

## **II. SELECTION CRITERIA:**

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application, an interview process, and reference checks. The evaluation criteria for this position are:

### **A. Education and Other Academic Training (20 pts)**

A Masters degree in International Development Relations or closely related field is required. Demonstrated broad technical knowledge and experience in program management and implementation in developing countries is required.

### **B. Professional Experience (50 pts)**

Must have at least ten years of professional experience in international diplomacy and development, demonstrated ability to represent the USG among senior host-country and international counterparts, and substantial knowledge of stabilization and development programming. Must have previous experience in managing USG foreign assistance program. This should include a solid record of performance in increasingly responsible positions in reputable organizations, and experience managing or implementing development activities.

Strong working knowledge of USAID programming, processes, documentation, and business practices, as well as USG legislation and policy relating to development assistance. Experience working with USAID is highly desirable.

### **C. Knowledge, skills and abilities (15 pts)**

Demonstrated ability to take initiative, work independently, supervise and mentor diverse levels of staff, and manage partner contractors and grantees. Demonstrated success in managing complex interagency operations/programs.

Considerable experience and knowledge of other donor programs and donor coordination processes in development (e.g., UNDP, UNICEF, DFID).

### **D. Language (15 pts)**

Strong English language skills (written and oral) are required. Demonstrated outstanding communication (verbal, written, presentation) and interpersonal skills (including conflict resolution skills). French language skills at the FSI 3/3 level (speaking and reading) are required. Spoken Swahili is desirable but not a requirement for this position.

**Maximum Points: 100**

### **III. APPLYING:**

Qualified individuals are requested to submit:

- 1) A US Government Optional Form 612 (available at the USAID website, [http://www.usaid.gov/procurement\\_bus\\_opp/procurement /forms](http://www.usaid.gov/procurement_bus_opp/procurement/forms) or internet <http://fillfour.gsa.gov>, or at Federal offices);
- 2) All applicants must submit a cover letter (2 pages maximum) addressing how they meet the required qualifications for this position (see Qualification section of this solicitation). Each of the expected qualifications should be addressed in the cover letter.

Applications must be received by the closing date and time at the address specified in the cover letter.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview. USAID will not pay for any expenses that may be associated with the interview.

### **IV. COMPENSATION:**

This position is classified at a U.S. Government GS-14 level, ranging from \$81,093 - \$105,420 per annum. The actual salary of the successful candidate will be negotiated within the GS-14 salary range depending on qualifications and previous salary history. Salary is not negotiable beyond this range. In addition, USAID/Kinshasa mission is a post with a 25% differential and currently has a 35% Cost of Living Allowance.

### **V. MEDICAL AND SECURITY CLEARANCE REQUIREMENTS:**

1. The successful applicant must receive medical clearance for serving in Democratic Republic of Congo. Details of how to obtain US Department of State Medical Unit medical clearance will be provided once a job offer is made and accepted. US Citizens should obtain Department of State Class I Medical Clearance and Third Country Nationals should obtain Medical Clearance by certified doctor.
2. The successful applicant must be able to receive USAID security clearance that involves applicant's comprehensive background investigation performed by a US Government Agency. US Citizens should obtain USG Secret Level security clearance and Third Country Nationals should obtain employment authorization security clearance.

The successful applicant must be able to report to post in Kinshasa, DRC to assume duties promptly upon medical and security clearances being granted.

### **VI. NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS:**

Individuals contracted as PSCs are not required to have a DUNS Number. USAID will provide a generic

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DUNS Number and PSCs are not required to register with CCR.

For general information about DUNS Numbers, please refer to FAR Clause 52.204-6, Data Universal Numbering System (DUNS) Number (10/2003)  
[http://acquisition.gov/comp/far/current/html/52\\_200\\_206.html#wp1137568](http://acquisition.gov/comp/far/current/html/52_200_206.html#wp1137568)

**VII. BENEFITS AND ALLOWANCES:**

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax, but shall not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.]

**A. BENEFITS:**

- 1) FICA Contribution
- 2) Contribution toward Health & Life Insurance
- 3) Pay Comparability Adjustment
- 4) Eligibility for Worker's Compensation
- 5) Annual & Sick Leave
- 6) Access to Embassy medical facilities, commissary and pouch mail service as per post policy
- 7) APO mail service as per post policy
- 8) Annual Increase

**B. ALLOWANCES (If Applicable)\*:**

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600) and
- 7) Danger Pay (Section 650)
- 8) al Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) al Travel (Section 280)
- 11) Air or ocean freight, shipment of POV & storage.
- 12) Housing
- 13) Motor pool: Use of motor pool is permitted in accordance with applicable Mission policy.

\* Standardized Regulations (Government Civilians Foreign Areas).

**VIII. LIST OF REQUIRED FORMS FOR PSCs:**

Forms outlined below can be found at: <http://www.usaid.gov/forms/> or at <http://www.forms.gov/bgfPortal/citizen.portal>

1. Optional Form 612.

**Upon advice by the Contracting Officer that the applicant is the successful candidate, the following PSC forms will be required:**

2. Contractor Employee Biographical Data Sheet (AID 1420-17)
3. Contractor Physical Examination (AID Form DS-1843).
4. Questionnaire for Sensitive Positions (for National Security) (SF-86)
5. Finger Print Card (FD-258). (Available from the law enforcement offices or in USAID/Washington).
6. AID 610-14 (Authority for Release of Information).
7. AID 6-85 (Foreign Residence Data)
8. Employment Eligibility Verification (I-9 Form).

**IX. ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) AND CONTRACT INFORMATION BULLETINS (CIBs) PERTAINING TO PSCs:**

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website [http://www.usaid.gov/business/business\\_opportunities/cib/subject.html#psc](http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc) to determine which AAPDs and CIBs apply to US Citizen and Third Country National contracts.

Additionally, AIDAR Appendixes D or J also apply to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

**X. IMPLEMENTATION OF E.O. 13224 -- EXECUTIVE ORDER ON TERRORIST FINANCING**

The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the contractor/recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/subawards issued under this contract.  
(End of Provision)

**FEDERAL TAXES:** PSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.